







Safe Working Procedure (SWP) Collection Procedure



Fallen Stock

Fallen Stock – Collection Procedure					
The objective of this Safe Working Procedure (SWP) is to ensure that we provide a reliable, professional and safe service to our farmers, minimizing the risk of accidents or injuries to any personal involved or others who may be affected by any acts or omissions. This SWP should be followed by all individuals engaged in the collection and killing of animals.					
Roles & Responsibilities					
The below colours are used within the ‘Safe Working Procedure’ section of this document to detail the procedures relating to the following roles Fallen Stock Administrator , Fallen Stock Controller & Fallen Stock Driver / Slaughterman .					
Fallen Stock Administrator		Fallen Stock Controller		Fallen Stock Driver / Slaughterman	
<ul style="list-style-type: none">• Ensure all phone calls are taken and logged correctly on the system.• Ensure all collections are recorded and all documentation is accurately processed.• Monitor the vehicle locations.• Liaise with farmers to resolve any issues.		<ul style="list-style-type: none">• All Fallen Stock Administrator duties.• Allocate collections to relevant drivers.• Organise holiday and absence cover.• Handle & investigate customer complaints.• Monitor Fallen Stock / Slaughterman compliance.• Cross check information provided to fallen stock collection drivers.		<ul style="list-style-type: none">• Ensure all animals are collected in a timely fashion.• Ensure the correct animals are being collected.• Adhere to instructions given by Fallen Stock Controllers.• Be an ambassador for the company.• Carry out humane slaughter of animals.	
Personal Protective Equipment (PPE)					
					
Waterproof clothing (Overalls, Jackets etc.)	Waterproof / Steel Toe Capped Footwear	Safety Gloves	Protective Eyewear	Hi – Visibility Clothing	Hearing Protection
Specific PPE Requirements					
Drivers / Slaughtermen must use protective gloves provided when carrying out any tasks outside of the vehicle cab, the gloves provide will provide the protection required (waterproof and puncture resistance level 4). The level of protection achieved in the EN388 tests are marked on the gloves as a series of numbers and letters next to a hammer pictogram					
Safe Working Procedure					
	Arrangement of Visit				
<ul style="list-style-type: none">• Phone calls are received by the fallen stock team from farms, abattoirs, butchers and on occasion the general public booking to have carcasses collected or live animals slaughtered and collected.• Call comes in and the customer will state their holding number, which is entered into the system, which identifies the correct location. On the occasion that the customer does not have a holding number additional details will be required in order to set up an account / assign a holding number.• The customer will state what they have for collection, and if the animal is alive or deceased. Priority is given to the collection of live animals over deceased ones.• Visits are then assigned to the driver in that area and communicated through the Kolect system appearing on their tablet.• Fallen Stock Drivers must only visit sites allocated to them on Kolect, drivers to notify the fallen stock office if they receive phone calls from customers.					
	Arrival on Sites				
<ul style="list-style-type: none">• The fallen stock driver will arrive at site and report to the main site contact to ascertain the location of the animal. Unless there is a specific agreement arranged. I.e the farmer has left any animals for collection in an agreed location.• When visiting farms the driver must follow instructions on entry or at request of the farm / farmer use disinfectant as appropriate. This will reduce risk of cross contamination and disease spread.• Once the animal's location has been established the driver will drive and park as close as possible in preparation for removal.• Drivers navigate the site observing all safety, speed limit and directional / one-way system signage.• The rear door should be opened either manually or using the controls depending on the vehicle.• Once positioned near to the animal, the driver / slaughtermen to risk assess the situation to establish the safest method of restraint to stun the animal.					
	Restraining / Positioning the Animal				
<ul style="list-style-type: none">• Consideration and thorough planning to be given to animal restraint operations, driver / slaughtermen to firstly consider the condition of the animal, its location the restraining methods available.• Animals will be confined or restrained within the crush, small pen or behind a moveable gate to reduce the risk of movement when slaughtering using captive bolt guns. (This may not be necessary where animal is lying down).• Driver / Slaughtermen to seek assistance where possible from the site contact to position the animal within the pre-established restraint method. Driver reserves the right to ask the site to ensure the animal is secured prior to stunning.• Where physical restraint measures are used i.e. crush this should be loaded / operated by site staff familiar with its safe operation. Driver / slaughtermen should not attempt to operate the crush levers unless competent in their function.• Only when the animal is secured, or the driver is comfortable that a rapid and effective stunning or killing can be carried out in a safe and humane manner can action be taken.• Drivers must NOT walk in close proximity behind any live animal.					

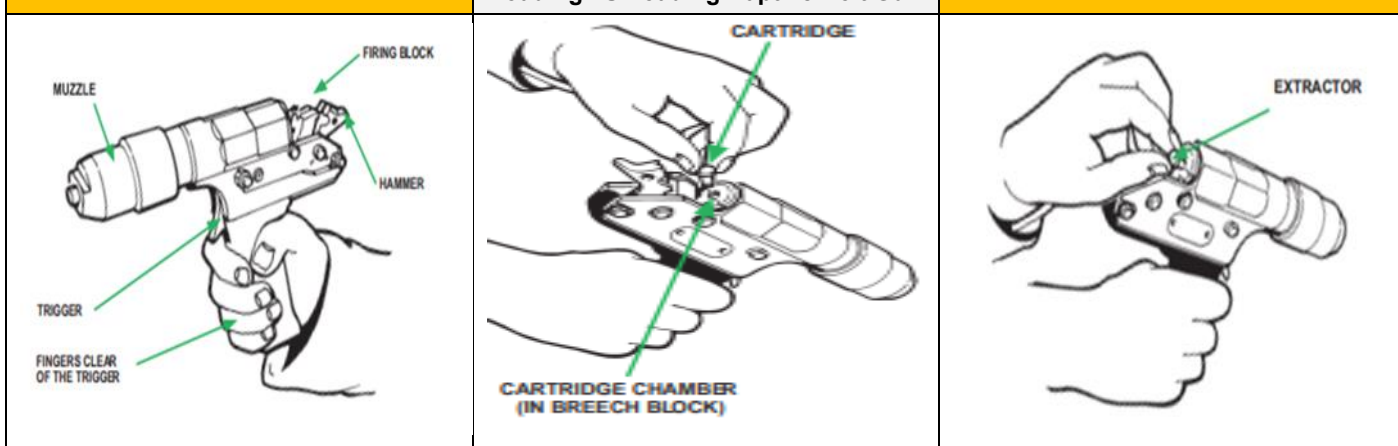
Cleaning, Inspection, Servicing & Maintenance

- Prior to any cleaning, inspection, servicing or maintenance the operator must check to ensure the gun is not loaded and where required take action to ensure it cannot administer a shot accidentally.
- Where required pull back the hammer and firing block to extract cartridges.
- Always point the gun away from the body and away from any other persons in the vicinity when handling or operating the captive bolt gun.
- The manufacturers manual must be consulted to ensure the gun is inspected, maintained and serviced correctly.
- Drivers / Slaughtermen must carry out a visual inspection prior to using the captive bolt gun to ensure it appears safe to use, where any visual / operational defects are identified the gun must not be used until such times as these issues are rectified by a competent person.
- Captive bolt guns to be regularly serviced in line with manufacturer's instructions, this will be managed by the company and will require driver / slaughterman co-operation.
- Captive bolt guns will be examined at least once a month by a competent person.
- Captive bolt guns are subject to velocity checks, this ensures the gun remains in an efficient good working order and that it is in a condition capable of carrying out a humane kill.

Storage of Captive Bolt Gun & Cartridges

- At the end of a working shift, or if the captive bolt gun is not going to be used for a prolonged period of time, the captive bolt gun should be stored in a cool dry place, locked securely in a way that no unauthorised access to the captive bolt gun is possible.
- Cartridges should be locked away separately from the captive bolt gun.
- All cartridges must be stored in containers by type, these must not be mixed.
- Ensure when in transit the captive bolt gun is stored securely out of public view.
- Vehicle must always be locked when your captive bolt gun is inside, and you are not in your vehicle.

Loading / Unloading Captive Bolt Gun



Preparing for Loading

- Pull back the hammer. The hammer will 'click' into place and remain latched.
- Pull back the firing block. The firing block will 'click' into place and remain latched open (as pictured).

Loading Process

- Visually check the bolt is fully retracted prior to loading.
- Obtain a single cartridge, and load into the cartridge chamber crimped end first.
- Only load cartridge immediately before firing.

Extracting Cartridge

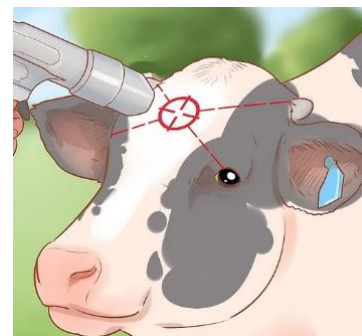
- Pull back the hammer and firing block.
- Remove the spent cartridge.
- The gun is now ready for the next cartridge.

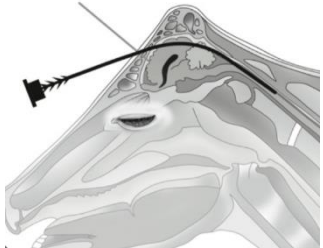


Animal Stunning

- Only once the animal has been safely restrained or lying on the ground and the slaughterman is satisfied can a shot be administered.
- All slaughtermen must understand the different types of cartridges available. And be able to select the most suitable for the animal that they are killing.
- Position the muzzle tip into the correct position on the target animal's head and when it touches, you should instantaneously fire the gun by pulling the trigger.

Always check for signs of an effective stun:

- Animal collapses
- No rhythmic breathing
- Fixed, glazed expression in the eyes
- No corneal reflex
- Relaxed jaw
- Tongue hanging out



	Pithing	
<ul style="list-style-type: none"> Pithing of the animal must be performed immediately after stunning. Insert the pithing rod through the hole in the head made by the captive bolt. Thrust the rod towards the tail through the brain, slide in as far as possible maintaining a firm hold of the pithing rod. Slide the pithing rod back and forth to cause maximum damage to the brain and upper spinal cord. Slaughterman to be aware that during the pithing process the animal may experience violent muscle contractions potentially causing the animal to 'jerk' towards the slaughterman. During pithing the slaughterman must position himself out of range of any limbs which he may come into contact with if they contract i.e. head or legs, driver to position himself at the top or behind the animal. 		
	Winching & Loading Animal	
<ul style="list-style-type: none"> Fallen Stock Driver to retrieve the winch from ground level located in the bottom corner of the trailer and ensure it is extended to the required length (location of the animal). Where animals cannot be reached to allow them to loaded straight onto the vehicle, the driver may be required to use the snatch block. Attach the winch cable through the snatch block. Connect the snatch block to the brackets at the rear of the vehicle using the U-Bolt provided. For singular animals, where possible attach the winch around the neck, lift the ear and place the winch under the neck of the animal hooking at the top. When winching multiple animals manually pile them on top or beside each other and attach the winch ensuring all animals are securely attached. NEVER stand in front of the winch when the animal is being lifted into the wagon. Operate the controls to winch the animal up the ramp and into the vehicle. Once the animal is in position, the fallen stock driver must again operate the winch in order to slacken the tension. The Fallen stock driver can then enter the rear of the vehicle to unhook the animal. Once unhooked the driver must operate the controls of the winch to release it from underneath the animal, do not attempt to pull the winch out manually. The winch hook must then be hooked through a cable tie connected to the bracket located in the bottom corner of the trailer, this is to ensure it can be accessed from ground level upon arrival to each site. 		
	Access & Egress – Vehicle Rear	
<ul style="list-style-type: none"> Staff must only access the rear of the vehicle where absolutely necessary i.e. retrieving the winch or detaching from the animal. When accessing and exiting from the rear of the vehicles staff MUST always use the designated steps provided. When making the first step out of the rear of the vehicles and onto the steps staff should have a firm handhold of the side of the vehicle. Staff to make their way down the steps carefully and at a reasonable pace, placing a foot on each step. Anti – Slip coating applied to each step, where steps are not fully coated as in the picture this should noted on daily checks so the necessary repairs can be undertaken. 		
	Leaving Site	
<ul style="list-style-type: none"> Ensure the rear door of the vehicle has been closed and securely locked. Where necessary ensure the sheet is lowered and securely fastened in place. Depart site observing all safety, speed limit and directional / one-way system signage. 		
	Documentation	
<ul style="list-style-type: none"> Once back in the cab driver to submit the details of the collection on the Kolekt system. This will automatically generate the sending of a receipt to the email address attached to the farms account. 		
	General Health & Safety	
<ul style="list-style-type: none"> Where possible avoid or reduce contact with live animals. Wear suitable Personal Protective Equipment (PPE) to be worn. Ensure good personal hygiene. Wash and dry hands prior to eating drinking or smoking. Immediately wash and dry all cuts and grazes and cover with waterproof dressing (available in first aid kits). Report any accidents, incidents or ill health symptoms immediately. If required due to the severity or concern relating to any injury sustained during work staff are advised to visit your doctor or hospital immediately. 		